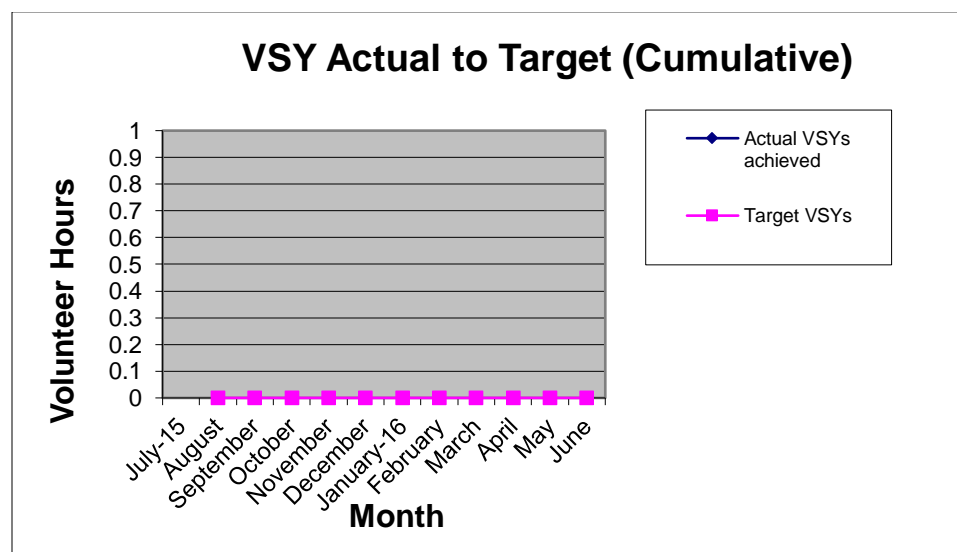


Appendix C.8 – Sample VSY Worksheet

This sample VSY Worksheet is a visual representation of a VSY Calculator that is functional in Excel. See the full list of Handbook Appendices on the [Manage AmeriCorps Seniors Grants](#) page for the Excel version.

Month	Cumulative Hours Actual	Cumulative Hours Goal	Monthly VSY Actual	Monthly VSY Goal	Monthly Hours Actual	Monthly Volunteers Active	Annual VSY Goal
July							
August		0					
September		0					
October		0					
November		0					
December		0					
January		0					
February		0					
March		0					
April		0					
May		0					
June		0					
TOTAL			0.00	0.00	0		
			Total VSYS Achieved				
					VSY Shortfall=		0.00



INSTRUCTIONS FOR USE:

1. Only enter data into the yellow boxes.
2. Don't enter data in the white, green or the red boxes. They will automatically change as you enter data in the yellow boxes.
3. Use this VSY tracking sheet each month when you tally up the hours of volunteers.
4. This VSY tracking sheet can be adapted if your VSY goals change. Just replace the number of annual VSYS in column H to a new VSY goal number.
5. The graph below will change as you enter data into the yellow boxes.
6. The password for the white, green or red password protected cells is VSY.
7. When password protection is off, be careful not to change the formulas embedded in the white cells.
8. If you turn password protection off, always remember to turn it back on when you are finished entering data.
9. Again: Never enter anything in the white, red or green cells in the spreadsheet below. If you do this, it will erase the embedded formulas

